**Teaching assistant job description and person specification**

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| St Mary’s Priory Infant and Junior School**Teaching assistant job description** |

Employment details |
| Job title: | Teaching assistant |
| Department: | Infant and Junior Schools |
| Reports to (job title): | The headteacher and the special educational needs coordinator (SENCO) |
| Type of position: | Part-time |
| Hours of work: | 20h |
| Level and scale point: | Spine 7 (£22,377 FTE) according NJC pay spine April2019 |
| Job purpose: * Support the teacher in the classroom and in preparation for lessons.
* Support children in their educational and social development.
* Provide extra support for pupils with special educational needs or disabilities.
* Provide extra support for pupils with English as an additional language.
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| Main duties/responsibilities |
| Support children with mathematics, reading and writing on an individual, class or small group basis. |
| Support children with Special Educational Needs (one to one and within small groups) |
| Help children who need extra support to complete tasks. |
| Give extra support to children with special educational needs, disabilities or English as an additional language. |
| Help the teacher to develop learning programmes and activities, and adapt appropriate materials.  |
| Assist the teacher with marking and correcting work, and other administrative tasks.  |
| Prepare the classroom for lessons and practice good housekeeping to ensure the classroom remains in good order.  |
| Listen to children read, read to them and tell them stories. |
| Support the teacher in managing class behaviour. |
| Supervise group activities. |
| Look after children who are upset or have had accidents. |
| Take part in training, meetings and reviews.  |
| Create displays from pupils’ work.  |

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| Develop knowledge of the learning support needs of individual pupils. |
| For the pupils you are supporting: |
| * Aid their learning as effectively as possible.
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| * Clarify and explain instructions.
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| * Ensure they are able to use any equipment and materials provided.
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| * Assist them in weaker areas such as language, behaviour and social skills.
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| * Help them to concentrate on and finish work set for them.
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| * Meet physical needs as required while encouraging independence.
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| * Assist with the development and implementation of EHC plans.
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| Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses. |
| Undertake intervention programmes linked to local and national learning strategies, recording achievement and progress, and providing feedback to the teacher. |
| Support the use of IT and computing in learning activities and develop pupils’ competence and independence in its use. |
| Assist with the preparation and maintenance of equipment/resources required to meet lesson plans/relevant learning activities to support the delivery of an enriched curriculum. |
| Help out with school events, trips and activities.  |

**Note:** This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

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| **(Insert name of school/academy)****Teaching assistant person specification** |

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|  | **Essential** | **Desirable** | **Evidence** |
| Qualifications and experience | * Previous experience working with children.
* Education to secondary school level at least.
* Knowledge and understanding of child development and children’s and families’ needs.
 | * Previous experience working in a school setting.
* Relevant qualification with regard to working with children, such as NVQ 3.
 | A, I, D |
| Organisation | * Ability to plan and organise.
* Ability to recognise and identify problems.
* Ability to record and pass on information accurately.
 | * Ability to cope with many roles/ responsibilities.
* Understanding of the importance of parental involvement.
 | A, I, R |
| Special skills and interests | * Ability to encourage and enable others to develop their full potential.
 | * First aid, music, arts and crafts, computing.
* Any extra interests related to childcare.
 | A, I |
| Disposition and attitudes | * Ability to build relationships and to lead and work as part of a team.
* A friendly, helpful, caring and flexible approach.
* Open-mindedness and patience.
* A commitment to equal opportunities.
* Ability to maintain confidentiality in all school matters.
 | * High levels of self-confidence.
* Ability to relate well to other professionals.
 | I, R |
| Physical attributes and other circumstances | * Ability to physically fulfil the responsibilities of the post.
* Willingness and ability to attend appropriate meetings and training.
* Reasonable personal presentation.
* Excellent punctuality.
 | * Flexible approach.
 | I, R |

**Evidence**

A = Assessed at application

I = Assessed at interview

R = Assessed through references

D = Assessed through supporting documents at interview